

## Strange but true...

A Hungarian farmer almost killed one of his labourers after wiring his barn door to the mains, according to reports this week. It seems he was trying to stop thieves stealing his animal feed.

Apparently, the worker was only saved by the insulating effects of his thick boots. It was claimed the farmer was now facing charges of grievous bodily harm.

## In the next issue...

There'll be a round up of available health and safety resources, articles on the exciting world of health and safety auditing, information on training opportunities, Christmas safety information and lots lots more.....

## Report that accident!

If an accident, dangerous occurrence or case of occupational ill health happens on campus, an Accident Report Form (ARF) must be filled out by the reporting officer, and sent to the HS & E office immediately. Copies of the ARF are available electronically from the "Forms" link on the HS & E office web page. ([www.lboro.ac.uk/admin/hse](http://www.lboro.ac.uk/admin/hse)). A guidance note entitled "Reporting Accidents, Dangerous Occurrences and Occupational Ill Health", is available on the same web page and gives guidance on completing the ARF, tells you what is reportable and how to record that information. Reporting such events allows the University to comply with its legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and, for the basic causes of accidents and incidents to be identified and recommendations made to prevent a reoccurrence

Where necessary, trained departmental first aiders will administer first aid. An up to date list of first aiders is available on the above web site. In the event of an emergency first aid incident, dial 999 from the nearest telephone. Once you've spoken to the ambulance controller, please inform Security of that fact on 2141. Where a qualified first aider administers treatment and decides a referral to an A & E department or walk-in centre is called for, but that the condition is not life threatening so no ambulance is required, a First Aid Taxi Service is available. The procedure for using this service can be linked to via the web site.

**In the case of an incident of occupational ill health, where you think your work may have affected your health, you can discuss this in confidence with Occupational Health (ext 2851).**

## Who's who in the HS & E Office

### Cathy Moore

#### Health, Safety & Environment Manager

Cathy has a central co-ordinating role in relation to general health and safety matters, she manages the Health, Safety & Environment office and is an advisor to the University on particular safety issues.  
Ext 2180 Email [c.m.moore@lboro.ac.uk](mailto:c.m.moore@lboro.ac.uk)

### Hugh Weaver

#### Deputy Health, Safety & Environment Manager

Hugh has a proactive role to develop and expand the provision of health, safety and environmental services within the University. He is responsible for helping to ensure that the University meets all health, safety and environmental legislation. He liaises regularly with colleagues to provide professional health and safety advice across the University.  
Ext 2183 Email [H.C.Weaver@lboro.ac.uk](mailto:H.C.Weaver@lboro.ac.uk)

### Wendy Jones

#### Occupational Health Advisor

Wendy is an occupational health professional concerned with the effects of health on work (does your health hinder you in your work?) and the effects of work on health (does your job put your health at risk?) People can be referred to Wendy or the University's Occupational Health physician on issues like hazardous substances, ergonomics and manual handling, pregnancy, disability, stress and sickness absence and return to work.  
Ext 2851 Email [W.Jones@lboro.ac.uk](mailto:W.Jones@lboro.ac.uk)

### Linda Sands

#### Radiation Protection Officer

Linda is responsible for the overall management of ionising radiation health and safety in the University. She liaises with external bodies, (Health and Safety Executive and Environment Agency), in connection with the Universities licences for work with ionising radiation and for schedule drug/drug precursor purchases.  
Ext 2558 Email [L.Sands@lboro.ac.uk](mailto:L.Sands@lboro.ac.uk)

### Norman Elkington

#### Health, Safety and Sustainability Co-Ordinator

Norman works in Estates Services where he acts

as an advisor and focal point on construction and maintenance related health and safety matters such as excavations, work at height, permits to work, building services etc and on environmental matters such as waste management and the Travel Plan.  
Ext 2104 Email [N.Elkington@lboro.ac.uk](mailto:N.Elkington@lboro.ac.uk)

### Rod Harrison

#### University Fire Officer

Rod provides professional support on matters relating to fire prevention in academic, service and residential buildings at the University. Providing expert technical and legal guidance on fire prevention, and liaising with Departments, Support Services and external bodies such as the Fire and Rescue Service.  
Ext 2182 Email [R.M.Harrison@lboro.ac.uk](mailto:R.M.Harrison@lboro.ac.uk)

### Rich Gunn

#### Fire Safety Assistant

Rich provides support to the University fire officer, by testing, maintaining and repairing fire fighting equipment, checking and replacing fire signs, fire safety training and maintaining fire safety records etc  
Ext 2184 Email [R.Gunn@lboro.ac.uk](mailto:R.Gunn@lboro.ac.uk)

### Claire Brownless

#### Senior Administrative Officer

Claire is responsible for the co-ordination of administrative and financial duties of the service, maintaining the Universities accident records and producing statistical data, liaising with the University insurers and solicitors regarding accident investigations and has key responsibility for organising first aid training and the HS & E website.  
Ext 2180 Email [C.M.Brownless@lboro.ac.uk](mailto:C.M.Brownless@lboro.ac.uk)

### Fiona Cooper

#### imago Health and Safety Co-ordinator

Fiona works for imago. Her role is to create and maintain a healthy and safe working and residential environment for imago staff, students, visiting contractors and commercial guests. She works closely with other departments and deals with not only general health and safety issues like fire safety, but special projects, training, accident reporting etc.  
Ext 8569 Email [F.Cooper@lboro.ac.uk](mailto:F.Cooper@lboro.ac.uk)



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# HEALTH & SAFETY matters

## Loughborough launches Healthy Campus Week!



Do you want more energy... lose those niggling aches and pains... get a better nights sleep... and a have a bit more get up and go? Then the Loughborough Lifestyle Service (LLS) can help!

The HS & E office supports Healthy Campus Week which is a University wide initiative organised by LLS to help staff and students improve and maintain a positive state of health [Continues>>](#)

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And finally...

## Welcome to the first Health, Safety & Environment newsletter

This is a new forum we've developed for sharing with you some of our recent activities, to update you on new legislation and guidance, inform you about training opportunities, and to generally tell you about lots of (hopefully!) interesting stuff.

The Health, Safety & Environment (HS & E) office aims to publish this newsletter twice a year. They will be circulated in hardcopy and electronically to departments and current and back issues will be available on the HS & E office web site [www.lboro.ac.uk/admin/hse](http://www.lboro.ac.uk/admin/hse)

If you have any ideas for health and safety topics you would like highlighting or if you have any other comments to make, then please feel free to let us know by email on [HSE@lboro.ac.uk](mailto:HSE@lboro.ac.uk).

 Loughborough University

## Web site update news



[www.lboro.ac.uk/admin/hse](http://www.lboro.ac.uk/admin/hse)

Work continues on the Health, Safety and Environment web pages. Policies, Guidance and Appendices amended in recent months include updates on Noise at Work, Food allergies, Departmental safety inspections, Pregnancy and Control of Hand Arm Vibration at Work.

The University's general health and safety policy was updated in August 2007 and will be reviewed and updated if necessary in August 2009.

There are new policies and guidance on the horizon, dealing with subjects such as the Dangerous Substances and Explosive Atmospheres Regulations 2002, the Control of Substances Hazardous to Health Regulations 2002 and University accident reporting procedures.

Please remember that existing policies, currently removed from the web site are still current, and if you would like any information concerning them, contact the HS & E office.

Continues>> and well being. LLS aim to promote some of the many opportunities already available to staff and students on the campus, as well as provide new opportunities to experience new activities here at Loughborough.

Healthy Campus Week will look at all aspects of health including physical and mental health. During Healthy Campus Week, which takes place during June 2008, there will be

## Eye tests for staff

Staff members who have been identified as Display Screen Equipment (DSE) users, are eligible to receive an eye test paid for by the University. Payment is conditional on testing being carried out at the University's chosen opticians, (currently "Campus Vision", in the Student's Union building), and on an eye test voucher for payment being obtained in advance, via the Health, Safety and Environment office (extension 2181 or email [HSE@lboro.ac.uk](mailto:HSE@lboro.ac.uk)). An eye test voucher will be issued once the identification process has been completed. The information required includes;

- Full name
- Department
- Staff ID number
- Approximate amount of time spent using DSE per day

The voucher should be presented to the Optician at the time of the appointment. If corrective appliances are prescribed, users will be presented with a note from the Optician as proof that these are required for DSE use. The University only pays if the glasses are solely and specifically for computer use.

We are sometimes asked if the University can reimburse staff for eye tests they have arranged and already paid for. This is unfortunately not possible and therefore you are strongly advised to contact the HS & E office to obtain the voucher before making an appointment.

The minimum charge for single vision lenses will be £44 and for bifocals £69. All lenses would be lightweight plastic and have UV coating. Individuals requiring extra refinements will be at liberty to pay the supplementary cost for the spectacles of their choice. Please note that payments can not be made retrospectively ie until a voucher has been obtained, members of staff should not arrange for their eye test appointment with the Optician.

The University will not reimburse eye testing costs for employees who choose to use a different optician. Retesting will usually be allowed every 2 years, except in exceptional circumstances.

**Further information on DSE safety can be found on [www.lboro.ac.uk/admin/hse/occupational/computer-safety-dse.html](http://www.lboro.ac.uk/admin/hse/occupational/computer-safety-dse.html)**

plenty of opportunities to try your hand at something new, take a look at your diet and remove the stresses from your life. LLS are offering health checks, informative workshops and much, much more!

**If you would like to get involved with Healthy Campus Week or you would just like more information, please contact Sports Development Centre reception on ext 6250 or e-mail [sdcc@lboro.ac.uk](mailto:sdcc@lboro.ac.uk).**



## To PEEP or not to PEEP!

Under the Disability Discrimination Act (DDA) 1995, every person who has a disability, which may affect their ability to recognise that an emergency is taking place, or to evacuate a building unaided, should be provided with a Personal Emergency Evacuation Plan (PEEP). Each plan is unique to the needs and abilities of the individual concerned and is developed in consultation with that person, the University Fire Officer and the HS & E office.

In cases where people need help to escape in an emergency, refuges are provided in buildings. These are places of reasonable safety where a disabled person, particularly with mobility problems, can wait for assistance to escape. Refuges, usually a stairway, are enclosed in a fire resisting structure which creates a protected escape route leading directly to a place of total safety.

Where people with mobility problems need help in these circumstances, the University has provided an ingenious device called the "C-Max evacuation chair" (pictured). It is foldable, compact and easily erected within seconds ready for use. It can be operated by



*Personal Emergency Evacuation Plan (PEEP) Evacuation Chair in operation*

one person and can be used to quickly and efficiently move people up and down stairs. The C-max is kept by University Security and all front line Security staff are trained in its use in an emergency.

Detailed advice on evacuation procedures for disabled persons are given in Section 2.6 of the University Fire Safety policy, (available via [www.lboro.ac.uk/admin/hse](http://www.lboro.ac.uk/admin/hse)), or if you think you need "PEEPing", please contact

Rod Harrison, University Fire Officer, (see "contacts").

**For more information about support available for individual students, please contact your Departmental Disability Co-ordinator or the Disabilities and Additional Needs Service (DANS) (extension 2770)**

**For more information about the DDA go to [www.equalityhumanrights.com](http://www.equalityhumanrights.com)**

## Feedback from the University Health Safety & Environment Committee

At the latest meeting of the University Health, Safety & Environment Committee (HSEC) on 20 February 2008, a number of documents were presented for consideration. They included the University Fire officers report, a draft policy on risk assessment in pregnancy, a report on occupational ill health, a report on the role of Departmental Safety Officers (DSO) and health and safety control within departments, the annual report by the University Radiation Protection Officer, a report by the Radiation Protection Officer on a protocol for the scanning of child volunteers using Dual X-ray Absorptionmetry (DXA), and a briefing paper on the Corporate Manslaughter and Corporate Homicide Act 2007.

Health, Safety and Environment Manager, Cathy Moore, also presented an analysis of accident statistics for the periods October to December 2007 and annual accident statistics for 2005 to 2007, the outcome of the review of First Aid honoraria and an update of the annual health and safety plan.

The agenda and minutes can be seen by going to; [www.lboro.ac.uk/admin/committees/hsec/meetings/index.htm](http://www.lboro.ac.uk/admin/committees/hsec/meetings/index.htm). To look at all the papers mentioned, click on "Agenda" (SAF 08-A1), and link to the document you desire.

Don't forget that DSO's can raise items for discussion at HSEC, so if you've got something pressing you want discussed, please let the HS & E office (ext 2181) have your item at least two weeks before the date of the meeting. The date of the next meeting can be obtained from the HS & E office on ext 2181.